

JOB DESCRIPTION

Title: Early Childhood Environmental Education Director
Supervisor: Vice President of Education
Prepared By: Jenn Wright
Date Prepared: December 29, 2009
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The Kalamazoo Nature Center (KNC) is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.

Summary of Position:

The Early Childhood Environmental Education Director is a regular, full-time administrative position with responsibilities including, but not limited to oversight and management of all early childhood programs at the Nature's Way Preschool (NWP) and the Kalamazoo Nature Center (KNC). This position will oversee staffing, program and day-to-day operation of the Nature's Way Preschool, a program of the Kalamazoo Nature Center. This position will also be responsible for implementation of the National Association for the Education of Young Children (NAEYC) accreditation standards at the Nature's Way Preschool, as well as the development and implementation of a strategic business plan for future growth of the program. The Early Childhood Program Director reports to the Vice President of Education of the Kalamazoo Nature Center, and works closely with all other KNC staff.

Duties:

- Secure and maintain accreditation through NAEYC
- Continue and grow the relationship with NWP and the Kalamazoo County Ready 4's program
- Assist with comprehensive business and fundraising plan for future of Nature's Way program and facilities
- Responsible for maintaining licensing procedures, and filing appropriate reports with the County of Kalamazoo Health Department and Michigan Department of Social Services
- Research and implement a national curriculum model into the NWP program
- Supervise Nature's Way Preschool staff including teachers, student interns and volunteers with assistance from the Vice President of Education
- Reach Nature's Way student enrollment goals on a yearly basis through marketing, open houses and community outreach
- Co-conduct parent conferences and meetings with assistance of the lead and assistant teachers
- Develop preschool newsletter and all parent correspondence with the assistance of lead and assistant teachers
- Develop, implement and monitor short - and long-range plans and budgets
- Work with Public Programs & Exhibits Director to create and implement early childhood programming into public programs
- Work with staff to purchase supplies, organize field trips and maintain image and upkeep of facilities
- Ensure that all aspects of this program relate to the KNC mission, are market driven, and provide quality customer service
- Assist with other duties related to the KNC mission as needed

Entrance Requirements:

- Bachelors Degree or higher in Early Childhood Education
- Minimum of 3 years experience in the field of early childhood education required, with additional experience in environmental education, interpretation, biology or related fields preferred
- Demonstrated understanding of principles of early childhood development, preschool operations and staff supervision
- Experience supervising staff and volunteers
- Aptitude/comfort with learning basic natural history/ecology concepts
- Ability to communicate effectively and comfortably with parents
- Ability to teach to all ages
- Excellent oral, written and interpersonal skills
- Detail oriented
- Creativity and high energy
- Ability to work as a team member as well as individually with a diverse group of people
- Commitment to the KNC mission
- Self-starter and self-directed
- Able to lead groups over rough terrain in all weather conditions
- Able to lift 50 pounds
- Computer competency

How to Apply:

Send resume, cover letter, and names and telephone numbers of three references to:

Jenn Wright

Vice President of Education

JWright@naturecenter.org

Or mail to:

Kalamazoo Nature Center

Attn: Jenn Wright

7000 N. Westnedge Ave.

Kalamazoo, MI 49009

Application Deadline: April 18, 2011

Because we value the strength diversity brings to the workplace, the Kalamazoo Nature Center is committed to the recruitment, retention, and development of a workforce that reflects the society in which we live. We encourage applications from candidates representing diverse backgrounds.

The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.